Please answer all of the following questions as completely as possible. (If a question is not applicable, write N/A.) In your narrative, please describe your project in detail to help reviewers understand what you want to accomplish.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Annotation by Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What are you proposing?</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Have you had an Early Assistance Meeting? ☐ Yes, Case no.</td>
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<tr>
<td>3.</td>
<td>Are you:</td>
<td></td>
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<tr>
<td></td>
<td>a. Proposing a <strong>new</strong> structure(s). ☐ Yes ☐ No</td>
<td></td>
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<tr>
<td></td>
<td>b. Changing the Use of an <strong>existing</strong> structure? ☐ Yes ☐ No</td>
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<td></td>
<td>i. If you answered yes to either a. and/or b. above, what is</td>
<td></td>
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<tr>
<td></td>
<td>the structure used for? Provide details (such as: type of</td>
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<td></td>
<td>business, estimated customers/guests, will the new</td>
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<td></td>
<td>structures be pertinent to any existing structures).</td>
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<td></td>
<td>II. What are the dimensions (length, width, height) of new</td>
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<td></td>
<td>structure(s)?</td>
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<tr>
<td>4.</td>
<td>Will the project be conducted entirely within a structure?</td>
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</tr>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. If No, describe the outdoor activities (e.g., outdoor</td>
<td></td>
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<tr>
<td></td>
<td>eating, playground, park):</td>
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<tr>
<td></td>
<td>b. What is the approximate square footage, or seating</td>
<td></td>
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<tr>
<td></td>
<td>capacity of your outdoor use area(s)?</td>
<td></td>
</tr>
</tbody>
</table>
c. What type of noises will the outdoor use generate? (e.g. music, machinery, vehicles)

EMPLOYEES

5. Number of Full-time ______ Part-time ______ Seasonal ______

6. Maximum number at any given shift ____________________________

7. What are the days & hours of operation? (List all)

☐ Monday Hours ____________________________
☐ Tuesday Hours ____________________________
☐ Wednesday Hours __________________________
☐ Thursday Hours ____________________________
☐ Friday Hours _____________________________
☐ Saturday Hours ____________________________
☐ Sunday Hours ______________________________

8. Will the operation be seasonal? If so, list months ____________________________

________________________________________________________

PARKING & LOADING (YCC 19.22)

9. How many existing parking spaces do you have? __________________________

   a. Surface type (e.g., paved, gravel, dirt)? __________________________

10. How many new parking spaces are you proposing? ______________________

   a. Surface type (e.g., paved, gravel, dirt)? __________________________

11. Does the use require loading or unloading from trucks or other large vehicles?

   ☐ Yes ☐ No (If yes, designate areas on your site plan.)

Note: Depending on the proposed use, Americans with Disabilities Act (ADA) facilities may be required. Our Building Division can assist you.

SIGNS (YCC 19.20)
12. Will you have signage? ☐ Yes ☐ No (if yes, please use the separate sign form.)

PRIVATE ROAD OR SHARED DRIVEWAY (YCC 19.23)

13. If you are on a Private Road or Shared Driveway, is there an existing Road Maintenance Agreement?

☐ Yes  ☐ No (If yes, please attach a copy to your application)

14. What is the name of the private road? ____________________________________________

15. Is the road paved, gravel, dirt? ____________________________________________

16. What is the width of the road? ____________________________________________

17. Do you have a recorded access easement? ☐ Yes ☐ No Width? ________

18. Have you been told you may need to do Road Improvements? ☐ Yes ☐ No

   a) If yes, have you met with the Transportation Division? ☐ Yes ☐ No
   
      Please explain ____________________________________________________________

   b) ________________________________________________________________

STORMWATER

19. How are you proposing to manage your stormwater runoff? If you have questions pertaining to stormwater runoff you can talk with our Water Resources Division.

__________________________________________________________________________

20. Will the proposal disturb more than one acre of ground? ☐ Yes ☐ No

FENCES (YCC 19.10.040(9))

21. Is there an existing fence? ☐ Yes ☐ No (If yes, answer the following)

   a. Fence Material______________________________________________________

   b. Is the fence a view obscuring fence? ☐ Yes ☐ No

   c. Is there barbed wire on the top of the fence? ☐ Yes ☐ No

   d. What is the total height of the fence (including the barbed wire)?
      ______________________________________________________________

22. Are you proposing a new fence? ☐ Yes ☐ No (If yes, answer the following)

   a. Fence Material______________________________________________________

   b. Will the fence be a view obscuring fence? ☐ Yes ☐ No

   c. Will you be placing barbed wire on the top of the fence? ☐ Yes ☐ No

   d. What is the total height of the fence (including the barbed wire if proposed)?
      ______________________________________________________________

23. Are you proposing, or do you have a retaining wall and/or recreational screen?

   ☐ Yes ☐ No (If yes, please describe)
SITESCREENING AND/OR LANDSCAPING (YCC 19.21)

24. Does your proposed use require?
   Sitescreening? ☐ Yes ☐ No (e.g., fences, walls)
   Landscaping? ☐ Yes ☐ No (e.g., trees/shrubs/groundcover)
   If yes, what type (E.g., trees/shrubs/groundcover/view obscuring)?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   Indicate the locations on your site plan, E.g. parking areas, along street frontages, perimeters.
   What is the proposed source of irrigation water? _______________________

OUTDOOR LIGHTING (YCC 19.10)

25. Is any outdoor lighting proposed? ☐ Yes ☐ No

   If yes, indicate type and the locations on your site plan.

WATER

26. Does this project require potable water? ☐ Yes ☐ No

27. What is the proposed source of potable water?
   a. ☐ Public Water: Name of provider: _____________________________
   b. ☐ Community Well: What is the well ID number? ________________
      i. Parcel # where the well is located? __________________________
      ii. Is there an existing Well Maintenance Agreement? ☐ Yes ☐ No
         (If yes, please attach a copy with this application)
   c. ☐ Shared Well
      i. Parcel # where the well is located? __________________________
      ii. Is there an existing Well Maintenance Agreement? ☐ Yes ☐ No
         (If yes, please attach a copy with this application)
   d. ☐ Individual Well
   e. ☐ Other, explain: ____________________________________________
SANITARY DISPOSAL

28. Does this project require sanitary disposal? ☐ Yes ☐ No

29. What is the proposed method of sanitary disposal?
   a. ☐ Public Sewer: Name of provider: ___________________
   b. ☐ Community Septic System: Parcel where the septic system is located ________________
   c. ☐ Individual Septic System
   d. ☐ Other, explain: ________________________

COMPLETION OF PROPOSAL

30. What is your proposed timeline for completing your proposal? If phases are proposed, please describe in detail.
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

Use this form to answer the questions. Use addition pages as needed.

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LOT COVERAGE CALCULATION

a) Dimension(s) of existing structure(s) ___ S.F.
b) Building addition/new structure(s) dimension(s) ___ S.F.
c) Existing paved area(s) (driveways, walkways, patios, etc.) TOTAL ___ S.F.
d) Proposed paved area(s) ___ S.F.
e) Total Impervious Surface (a+b+c+d = e) ___ S.F.
f) Lot Size (1 acre = 43,560 sq ft) ___ S.F.
g) Lot coverage (e/f x 100 = g) ___ %

PARKING CALCULATION (Reference Table 19.22 in YCC 19.22)

Spaces required: ________________
Spaces provided: ________________ Surface Type: ______

LOT INFORMATION

Parcel #(#s): _______________________
Site Address: _______________________

BACKGROUND INFORMATION

Owner Name: _______________________
Site Plan Created by: _____________________
Address: _____________________________
Contact Phone: (____) ______ Date Created: __________
## Required Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>Property line dimensions of all lot(s) involved in the project.</td>
</tr>
<tr>
<td>N/A</td>
<td>2</td>
<td>The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.</td>
</tr>
<tr>
<td>N/A</td>
<td>3</td>
<td>The distance from existing and proposed structures to the centerline of state, county, private roads, or access easement with name, dimension, surface type (paved, gravel or dirt) of road.</td>
</tr>
<tr>
<td>N/A</td>
<td>4</td>
<td>Existing or proposed driveway locations</td>
</tr>
<tr>
<td>N/A</td>
<td>5</td>
<td>Location, shape, size, gross floor area, height and types (i.e., house, garage, well house) of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.</td>
</tr>
<tr>
<td>N/A</td>
<td>6</td>
<td>The location, right-of-way widths, pavement widths, curbs, gutters, culverts and names of all existing or platted streets or roads, whether public or private, and other public ways within the subject property or adjacent to any affected lots;</td>
</tr>
<tr>
<td>N/A</td>
<td>7</td>
<td>Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone. Label as Individual, 2-party, Group B, Group A.</td>
</tr>
<tr>
<td>N/A</td>
<td>8</td>
<td>Location of proposed or existing septic tank, drain field area, and extension area, as well as replacement areas and distances to structures and property lines</td>
</tr>
<tr>
<td>N/A</td>
<td>9</td>
<td>The location and dimensions of any existing and proposed utilities, streets, railroads, irrigation and drainage canals, easements and dedication of property within the subject property or adjacent to any affected lots;</td>
</tr>
<tr>
<td>N/A</td>
<td>10</td>
<td>Critical Areas/Shoreline: River, streams, creek, pond, floodplain, floodway, etc. on or abutting the site (Distance from structure to the ordinary high water mark of the river, stream, creek, etc.)</td>
</tr>
<tr>
<td>N/A</td>
<td>11</td>
<td>Show the existing topographic contours at intervals of not more than 5’ when the ground slopes exceed 10%. Extend 100’ beyond the boundaries of the site.</td>
</tr>
</tbody>
</table>

## Building Division Application Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>Fire apparatus turnaround</td>
</tr>
<tr>
<td>N/A</td>
<td>2</td>
<td>For larger parcels, draw a simple plan showing the entire lot and indicate which area the new construction is to take place. Attach to the detailed section and submit both.</td>
</tr>
<tr>
<td>N/A</td>
<td>3</td>
<td>Distance of new structures from all property lines.</td>
</tr>
</tbody>
</table>

## Planning Division Application Site Plan Information:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1</td>
<td>Location and dimensions of all proposed exterior land uses.</td>
</tr>
<tr>
<td>N/A</td>
<td>2</td>
<td>Location of new and/or expanded public and private utility infrastructure.</td>
</tr>
<tr>
<td>N/A</td>
<td>3</td>
<td>Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.</td>
</tr>
<tr>
<td>N/A</td>
<td>4</td>
<td>Location of structures on the adjoining lots, which may cause compatibility issues.</td>
</tr>
<tr>
<td>N/A</td>
<td>5</td>
<td>Proposed location and dimensions of community and other open space.</td>
</tr>
<tr>
<td>N/A</td>
<td>6</td>
<td>Existing and proposed landscaping, site screening, street trees and storm water drainage facilities.</td>
</tr>
<tr>
<td>N/A</td>
<td>7</td>
<td>The existing on-site sewage system components and reserve areas and the proposed location for on-site sewage systems and soil test pits for all affected lots not served by an on-site sewage system or other approved wastewater treatment system. The location of structures on the adjoining lots when within 100 feet of a well or on-site sewage disposal system;</td>
</tr>
<tr>
<td>N/A</td>
<td>8</td>
<td>Proposed contours and grading as they affect lot layout, streets, and drainage ways.</td>
</tr>
<tr>
<td>N/A</td>
<td>9</td>
<td>Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.</td>
</tr>
</tbody>
</table>

### Floodplain development:

<table>
<thead>
<tr>
<th>N/A</th>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>10</td>
<td>Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.</td>
</tr>
<tr>
<td>N/A</td>
<td>11</td>
<td>The boundaries of the 100-year floodplain, the boundaries of floodways where floodways have been established, and the 100-year base flood elevations where base flood elevations have been established.</td>
</tr>
<tr>
<td>N/A</td>
<td>12</td>
<td>The boundaries of the 10 and 25-year floodplain using the flood risk maps provided by Yakima County as part the mandatory pre-application conference.</td>
</tr>
<tr>
<td>N/A</td>
<td>13</td>
<td>Other information as may be required by YCC Titles 13, 16A, 16C or 16D.</td>
</tr>
</tbody>
</table>
# GENERAL APPLICATION FORM

Yakima County Public Services
128 North Second Street • Fourth Floor Courthouse • Yakima, Washington 98901
(509) 574-2300 • 1-800 572-7354 • FAX (509) 574-2301 • www.co.yakima.wa.us

<table>
<thead>
<tr>
<th>Zoning District:</th>
<th>Reviewed By:</th>
<th>Case # (s):</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Land Use:</td>
<td></td>
<td></td>
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<tr>
<td>Overlay: Airport / Greenway / Floodplain</td>
<td></td>
<td></td>
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<tr>
<td>UGA: CAO/Shoreline:</td>
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<tr>
<td>Sewer: Septic Clearance / As Built</td>
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<tr>
<td>Potable Water: N/A or Exempt</td>
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<tr>
<td>Purveyor: YCWRs Well:</td>
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<td>FAAR: WUI-FD:</td>
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<tr>
<td>Occupancy: A B C D E F G H I M R R1 R2 R3 S U</td>
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<tr>
<td>Type of Construction: IA IIA IIIA IB IIB IIIB IVA IVB VA VB</td>
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<tr>
<td>Name of Short Plat, Subdivision or Manufactured Home Park:</td>
<td>Lot or Space #</td>
<td></td>
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<tr>
<td>Planning Forms for Project:</td>
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</table>

Please Tell Us About Your Proposal: (If you need assistance call us at (509) 574-2300 or come into the office)

<table>
<thead>
<tr>
<th>Parcel Numbers(s):</th>
<th>A.</th>
<th>B.</th>
<th>C.</th>
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</thead>
<tbody>
<tr>
<td>Property Owner’s Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Phone:</td>
<td>Company (if any):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Subject Property Address: (if Different)</td>
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</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
<td></td>
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<tr>
<td>Scope of Work:</td>
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</table>

Are you requesting the Optional Consolidated Permit Review Process as provided under YCC 16B.03.060? Yes [ ] No [ ]

Applying For A Building Permit? Please Fill Out The Following:

- Number of Bedrooms: Existing: Total: Size/Dimensions: Square Footage: $ 
- Number of Bathrooms: Size/Dimensions: Square Footage: 

Construction Valuation (Contractor Estimate) $ 

How will you provide legal domestic water for your project? Please check one below:

- [ ] Water right permit from Department of Ecology (Please attach a copy to this application), or
- [ ] Letter from an approved water purveyor stating the ability to provide water, or
- [ ] A Yakima County Water Resource System (YCWRs) domestic well within the Agriculture zoning district, or
- [ ] A Yakima County Water Resource System (YCWRs) domestic well outside of the Agriculture zoning district, or
- [ ] Other adequate evidence of interest in a suitable water right held for mitigation proposed by an existing water bank, or
- [ ] Yakama Nation Water Code permit for properties located within the exterior boundaries of the Yakama Nation, or
- [ ] Documentation that the well site is located outside the Yakama River watershed.

Please note that evidence of an adequate water supply must be submitted to Yakima County prior to the issuance of the permit.

By signing this form, I agree to the following:

- I hereby state as true that all ownership interests of the property have reviewed the proposal as presented in the application materials and support the proposed change(s).
- I hereby give Yakima County permission to enter my property during this review to inspect my property as needed.
- I hereby agree to pay all additional fees associated with the processing of this application including but not limited to the Hearing Examiner fees, Transportation fees or any other fees that may be associated with the proposed project.

CONTINUE ON BACK
Yakima County will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Yakima County, should contact the Yakima County ADA Coordinator at 509-574-2210 as soon as possible but no later than 48 hours before the scheduled event.

➢ I hereby acknowledge that the application with the Yakima County Permit Services Department has been filled out completely.
➢ I hereby acknowledge that verification of an approved potable water supply is a requirement and part of the procedure to obtain a permit from Yakima County.
➢ I shall provide Yakima County with proof of an adequate water source as indicated in Ordinance 13-2017 or obtain a YCWRS domestic well permit.
➢ I understand that Yakima County shall be held harmless for misrepresentation or misinterpretation of documents to obtain my permits.
➢ I am aware my Permit WILL NOT be issued until I provide proof of an approved source of potable water and associated documentation.

(If the property is owned by a corporation or LLC please attach documentation showing that the person signing has the authority to sign on behalf of the corporation or LLC.)

Please Fill Out This Section In Blue or Black Ink. (Please check the box to indicate the primary contact person)

☐ Property Owner Signature: (required) Date: ________________
☐ Check If You Are Acting As Your Own Contractor – (Signature required at declaration at bottom of page)

☐ Applicant/Agent: ________________________________
Day Phone: ( ) ____________________ Company (if any) ________________________________
Mailing Address: __________________________ City: ______________ State: ____ ZIP: ______
E-mail Address: ________________________________
Signature: ________________ Date: ________________

☐ Contractor Name: ________________________________
Day Phone: ( ) ____________________ Company (if any) ________________________________
Mailing Address: __________________________ City: ______________ State: ____ ZIP: ______
E-mail Address: ________________________________
Contractor License Number: ________________________________
Signature: ________________ Date: ________________

If there are additional owners, provide an attachment in the same format and with the same declarations

This Section To Be Completed For Construction Permits Only

Pursuant to RCW 19.27.095 (2)(i-ii) The requirement for a fully completed construction application shall include:
i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: OR
ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction permit.

If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.

☐ Lending Agency Name: ________________________________ Phone: ( ) ____________________
Mailing Address: __________________________ City: ______________ State: ____ Zip: ______
☐ I acknowledge by checking this box that this project has no lending agency for construction financing.

Bonding Agency Name: ________________________________ Phone: ( ) ____________________
Mailing Address: __________________________ City: ______________ State: ____ Zip: ______
☐ I acknowledge by checking this box that this project has no bonding agency.

If you are the Property Owner and Acting as Your Own Contractor, Please Complete the Following Declaration:
• I acknowledge that I am applying for a permit thru the Yakima County Public Services Department.
• I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor’s Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated.
• I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) ____________________________________ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner Signature: ________________________________________________ Date: ____________________

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